GENERAL SERVICES ADMINISTRATION Approved For Release 2001/08/09 REPORT OF ELECTR. AL TYPEWRITER	DEPARTMENT OR AGENCY CIACROPTS-05538A00011	Ge Agency	
REPORT OF ELECTR AL TYPEWRITER	BUREAU, OFFICE O ERVICE		
IN USE	DDA/Comptroller	DDA/Comptroller ORGANIZATIONAL UNIT (Name and location of unit	
See reverse for instructions	ORGANIZATIONAL UNIT (Neme of physical oustody of machine		
LOCATEO (Check one) XX IN UNITED STATES			
OUTSIDE UNITED STATES	Fiscal Division		
(Check one) RENTEO	Fiscal Processing	Branch	
GOVERNMENT-OWNED	APPROPRIATION TITLE		
(Check one) USEO IN POOL			
XX USEO OUTSIDE POOL			
TYPE OF MACHINE	·		
TRM Electrical Typewriter	·		
	·		
TEM CARRIAGE LENGTH NUMBER OF MACHINES	AVERAGE NUMBER OF HOURS US	EO PER WORK	
(Platen 77m INCLUDED	DAY DURING PAST YEAR (If r machines in a pool, enter	eport covers	
in III inche Gerial 11-033018 REPORT One	used per day for all machin	nea)	
Them Belliat III-0330E Miles		1	
COOT (TE second sections to Governmentsowned	machines)	s 350.00	
COST (If report pertains to Government-owned machines)			
ANNUAL RENTAL (If report pertains to rental machines)		\$	
		AVERAGE NUMBER O	
TYPE OF WORK (Enter time used for each of the	following types)	USED PER WORK	
A. CONTINUOUS FORMS OR INVOICE PREPARATION		8 hours	
B. STENCIL OR REPRODUCTION WORK			
C. MULTIPLE COPIES (10 OR MORE)		<u> </u>	
O. STATISTICAL OR TABULAR			
E. COPY OVER 15" IN WIDTH		<u> </u>	
F. CORRESPONDENCE			
G. OTHER (Specify)			
G. OTHER (SPECITY)			
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REMARKS			
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		TOATE COCCUSES	
TITLE	9 F tiand Division 8400010	OATE PREPAREO	

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Electrical typewriters include all electrically-operated machines (except bookkeeping and billing machines) which have the general appearance of typewriters, are used for producing printed characters as a substitute for writing, and have a keyboard, depression of keys serving to impress a type upon the paper through the medium of an inked or carbon ribbon. Examples are vari-typers, hectowriters, proportional spacing machines, etc. (See Comptroller General's decision B-78978 of September 2, 1948.) 小子的 HEX 医环状的

Separate reports will be submitted for each machine except when machines are assigned to a typing pool and are all used for substantially the same types of work. In these cases a report will cover all machines of the same type, make and carriage length, except, that separate reports must be submitted for (a) rented machines and (b) Government-owned machines.

product 3 Machines located in Continental U. S. will be reported separately from those located in Territories, Possessions and Foreign Countries.

If report pertains to rented machines, show appropriation chargeable.

'If report pertains to Government-owned machines, show the appropriation or other budget identification of the program for which the machine is used.

The possibility that the work done by a machine during any given period of time may fall within more than one of the type of work categories listed is recognized. In such case, the average hours of work should be entered opposite the type of work which is considered most important. The hours of such work should not be entered opposite any other type of work category. The total of the entries on lines A through L shall equal but not exceed the number of hours shown as the "Average Number of Hours Used Per Work Day During Past Year."

The amounts shown will be actual costs, or appraised value (preferably at date of acquisition) if actual cost is not reasonably ascertainable. Costs will be reported to the nearest dollar.